



**Townsend Planning Commission Meeting Agenda
March 9, 2022 @ 7:00 pm
Town Hall and via Conference Call**

Town Meetings will be returning to in person format. Residents may choose to attend meetings in person or via electronic means. Townsend Town Hall will be available to the Town Council and those of the public wishing to attend in person. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial dial 1(301)715-8592. When directed, provide following meeting ID 407 702 6733# and then the following password 332763# to enter the meeting. If you choose to access the meeting online

If you choose to access the meeting online join the online meeting: <https://us02web.zoom.us/j/4077026733?pwd=TjJ6NmhzMHdOT1dDa3h0Ty8wY0pUQT09>

7:00 pm – PC Meeting

I. Call to Order

II. Opening Ceremonies

- a. Roll Call: Troy Geiger, Louis Krause, Sheryl Rojas, Patrick Miller, James Reyes**
- b. Pledge of Allegiance**
- c. Visitor Acknowledgement- Marcus Suh resident in TVII East to discuss shed setbacks**
- d. Additions/Changes to the Agenda**
- e. Announcements**

III. Minutes from February 9th Planning Commission meetings to review and approve-

Minutes approved by all members. February minutes will be sent to Town Manager for posting.

IV. Discuss changes to ordinance 24.24.080 regarding residential monument signs

Sheryl provided research from Smyrna’s municipal code regarding signs. The information has not been compared to our current code. Smyrna’s code does include definitions that I feel would be very helpful. I am willing to pull our current code and layout another comparison sheet with possible updates to our code. Mayor Miller agreed that we should make a comparison of the codes to remove any grey area that is currently in our code. Sheryl will provide a comparison sheet of the signs code for review at the April meeting.

Townsend Acres plot plan of the subdivision was approved but we don’t believe a monument sign was included in the original plan.

We will begin a review of the ordinances for this year to see if any other changes or updates need to be made.

V. Discuss change to setbacks for sheds or other dwellings. Need to change to 10ft on the back property line and 5ft for the side setback

Mayor Miller described the current issue with our current code that a shed would need to follow the 10 ft setbacks on the back and side of the lots. This places the shed in the middle of the yard. The mayor requested that this topic was added to the PC agenda meeting. Town Council asked if we would add to our agenda to discuss this issue. Our old code was 10ft back and 5 ft side per paperwork that Sheryl had for her shed permit in 2016. New Castle County is even less restrictive.

24.04.060 Definitions- suggestion to update the Accessory building to include examples of buildings but not limited to- shed, greenhouse, gazebo, playhouse, tool house, garden house, pergola.

24.04.090 Regulations Applicable to All Zoning Districts Section H- include a statement that if the structure impedes on any easement, drainage, or right of way area, the structure may be removed at the expense of the property. The appendix A chart should also be updated to include accessory setbacks of 5ft back and 5ft side setbacks with 10ft 6-inch maximum height. R, R1A, R2 should have the changes for the accessory building.

24.20 Design Standards suggested adding a new section for sheds. Sheryl pulled some samples from Smyrna for us to review as our current code has nothing. Suggestion was made by resident that we should also review the county codes and maybe look at the HOA restrictions regarding sheds. James mentioned that the setbacks in NCC change regularly. Developments with HOA restrictions would need to abide by whatever is more restrictive whether it's town or HOA. Troy also said we don't need to follow everything the county says because we don't want it to be a money grab. A shed currently falls under a flat fee of \$100 permit fee. Discussion about a shed under 200 sq ft would not require a permit, but Troy remembers a discussion regarding impervious ground cover. Also, a question about temporary versus permanent sheds, where town may not define that and leave the county with that definition. James and Troy both stated that the town codes would overrule the county codes. We do need to include that a shed should be placed on something so that it is off the ground. We may want to include a maximum shed size and height in our code. Resident, Mr. Suhr will email a brochure that lists many different designs and sizes. If we change a small shed to not require a permit, then the Town loses control of the size, where it's places, etc., makes since to have it still be permitted. Maybe look at changing the fee structure for smaller sheds. Discussion moved to survey boundaries and plots and grades lines that are archived in town or with the engineer for all properties that are annexed into town limits. We need to see who keeps these and make sure that the town has a copy in the office. Trying to resolve these edits, with a letter to town, before the next meeting on the 23rd. Getting a variance would cost a resident \$500 but we think changing codes 24.04.060 and 24.04.090 would solve the issue regarding sheds placement.

Motions made to make the changes to 24.04.060 and 24.04.090 approved by the Planning Commission and a letter will be sent to the town council for recommendation.

VI. Provide feedback from Comprehensive Plan Public Hearing

A public hearing was held with minimal resident attendance. There was a resident concerned that her town was going to be annexed into the town without her permission. The process was explained and she was happy with the explanation. Town Council approved that the Comprehensive Plan be sent to the State for a final review. The plan was approved by the State and is now awaiting the governor's signature.

VII. Review State of the Town letter

Louis reviewed last year's letter and understood that this is basically a "cliff note" version of our 84-page comp plan. We have a deadline of May so that it can be sent to the Town in June. Letter is due July 1st.

VIII. Adjourn-

Agenda was set for the April meeting and will be sent to Town Manger. Meeting was adjourned.